

KentuckyHistoricalSociety

Museum Collections and Exhibitions Summer 2013 Graduate Intern Registration

Are you a graduate student looking to gain experience in museum registration? The Kentucky Historical Society (KHS) is looking for an enthusiastic and motivated intern to work in the registration office of the Museum Collections and Exhibitions team.

The intern will work closely with the registrar on a records management project that will include determining legal status of older collections, correcting database records, digitizing accession records and working to resolve old loan issues.

The intern will also participate in meetings of the KHS Collections Committee. In this capacity they will be responsible for compiling the meeting minutes and be responsible for drafting deed of gift forms and correspondence for new donations. The intern may also assist the registrar in condition reports and packing items for loan as needed.

The internship is available for those interested in class credit and those just seeking more experience in the museum field. The internship is approximately 245 hours and the schedule will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Must be currently enrolled in an accredited graduate level program working towards a degree in museum studies, public history, history or other related field. The candidate must have strong organizational skills and basic knowledge of records management, collections management and have basic object handling skills.

To apply for this position email application and resume to phyllis.gilman@ky.gov. Application is available at www.history.ky.gov. No phone calls please. Equal Opportunity Employer M/F/D. **Application deadline is March 15, 2013.**

*The selected candidate will apply to the Kentucky State Government Co-op/Intern Program and submit an Academic Credit Agreement form and an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator. Documents will be reviewed by the coordinator to ensure all requirements are met before the internship begins.

This is a temporary position based in Frankfort. Housing is not provided. The intern will be paid \$10.07 per hour, receive holiday pay for scheduled work days and will earn sick leave if he/she works at least 100 hours in a month.

KHS is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to engage people in the exploration of the Commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.